

INVESTIGATIONS AND RECOMMENDATIONS

Agency	Report Date	Report Number	Report Title	Issue	Issuing Entity	Compliance Status	Recommendation Summary	Estimated Completion Date/Date Resolved	Status of Implementation
DDOT	10/18/2010	OIG Control Number 2010-0007.	Significant activity report regarding the plea and sentencing of DDOT employee who fraudulently obtained \$4561 in unemployment insurance benefits	Unemployment insurance	OIG	Closed		Completed	
DDOT	2/1/2011	OIG No. 10-1-21KA	Highway Trust Fund Financial Statement Audit	Highway Trust Fund	OIG	Closed	None	N/A	N/A
DDOT	5/31/2011	OIG No. 10-1-21KA(a)	Report on the Examination of the DC Highway Trust Fund Forecast Statement for FY 11 - 15 with Actual Audited Figures for FY 10	Highway Trust Fund	OIG	Closed	None	N/A	N/A
DDOT	9/21/2011	2011-0289 (S)	Executive Summary Concerning the Results of an Office of the Inspector General Investigation Into Misconduct Violations By Employees of the District of Columbia Department of Transportation, etc.	Employee Conduct	OIG	Closed	DDOT address the DDOT employee's conduct with appropriate administrative action	Completed	Completed

INVESTIGATIONS AND RECOMMENDATIONS

Agency	Report Date	Report Number	Report Title	Issue	Issuing Entity	Compliance Status	Recommendation Summary	Estimated Completion Date/Date Resolved	Status of Implementation
DDOT	2/1/2012	OIG 11-1-29KA	Highway Trust Fund Financial statement audit	Highway Trust Fund	OIG	OCFO Recommendation	We recommend that DDOT-OCFO adhere to Section 10551000.30 of the Office of the Chief Financial Officer Financial Policies and Procedures Manual that states that "SOAR transaction (journal entry) descriptions should clearly identify and explain the financial event being recorded, or the reason for the adjustment. In addition, supporting documentation, explaining or justifying the transaction, should be attached to, or referenced in [a] SOAR transaction document."	Completed	
DDOT	2/1/2012	OIG 11-1-29KA	Highway Trust Fund Financial statement audit	Highway Trust Fund	OIG	OCFO Recommendation	Due to the amount of the overstated Motor Fuel Tax revenue to the Fund for FY 2011, but not to the overall District-wide financial statements, we recommended that DDOT-OCFO correct the overstatement at the Fund level for FY 2011 and restate the Fund's FY 2010 financial statements.	Completed	
DDOT	3/15/2012	OIG 11-1-29KA(a)	Report on the Examination of the DC Highway Trust Fund Forecast Statement for FY 12 - 16 with Actual Audited Figures for FY 11.	Highway Trust Fund	OIG	Closed	None	N/A	N/A
DDOT	2/15/2012	OIG 10-1-13KA	Audit of Construction Contracts Awarded Under the American Recovery and Reinvestment Act	ARRA projects - change orders	OIG	Closed	Take appropriate disciplinary action against DDOT employees who allow PCO implementation without prior written authorization from the CO and FHWA.	Completed	Completed

INVESTIGATIONS AND RECOMMENDATIONS

Agency	Report Date	Report Number	Report Title	Issue	Issuing Entity	Compliance Status	Recommendation Summary	Estimated Completion Date/Date Resolved	Status of Implementation
DDOT	2/15/2012	OIG 10-1-13KA	Audit of Construction Contracts Awarded Under the American Recovery and Reinvestment Act	ARRA projects - change orders	OIG	Closed	Develop and promulgate a comprehensive procedure to define the process for initiating, processing, and issuing change orders, and establish adequate management internal controls to include: a. Packet Tracker as the designated tracking tool; b. Time parameters for the project manager or project engineer to document the proposed change requirement in Packet Tracker; c. Program managers as the first required approver in Packet Tracker; d. Verification that the contracting officer has been notified in writing of the pending change requirement; and e. Contracting Officer authorization or notification to proceed with the work.	Completed	All recommendations implemented.
DDOT	4/23/2009	OIG-09-2-02KA	Audit of the Motor Fuel Sales Tax Process	Motor Fuel Tax	OIG	Closed	Internal Control. Implement controls over the manual processing of motor fuel tax returns to ensure that that amounts entered into the system are correct and timely filed, and that related tax liabilities due are collected.	Completed	
DDOT	4/23/2009	OIG-09-2-02KA	Audit of the Motor Fuel Sales Tax Process	Motor Fuel Tax	OIG	Closed	Internal Control. Establishes procedures to ensure coordination between the audit section at OTR, the collection department within OTR, and the users/responsible persons of the ITS to reconcile and ensure amounts are properly reported and collected.	Completed	
DDOT	4/23/2009	OIG-09-2-02KA	Audit of the Motor Fuel Sales Tax Process	Motor Fuel Tax	OIG	Closed	Program Efficiency. Adopts a quality control system to ensure that the auditors comply with OTR SOP requirements.	Completed	
DDOT	4/23/2009	OIG-09-2-02KA	Audit of the Motor Fuel Sales Tax Process	Motor Fuel Tax	OIG	Closed	Internal Control. Establishes a Case Management System that classifies delinquent tax cases by tax type, dollar amount, and tax year.	Completed	
DDOT	4/23/2009	OIG-09-2-02KA	Audit of the Motor Fuel Sales Tax Process	Motor Fuel Tax	OIG	Open	Contact the International Fuel Tax Association (IFTA) to identify what changes or corrections are needed in the DDOT's administration of the International Registration Plan (IRP) program to ensure compliance and to gain acceptance in the IFTA.		DDOT has contacted IFTA and participating states to identify what changes are needed. The conclusion is that IRP does not need to be changed, but a new program exclusively for IFTA needs to be established.
DDOT	4/23/2009	OIG-09-2-02KA	Audit of the Motor Fuel Sales Tax Process	Motor Fuel Tax	OIG	Open	Complete actions necessary to participate in the IFTA Clearinghouse for processing and payment of fuel taxes.		The changes to the IFTA law have been drafted. However, it is up to the Office of Tax and Revenue to implement IFTA. We also need to apply for admission into IFTA, and that requires all 50 states voting for our admission.

INVESTIGATIONS AND RECOMMENDATIONS

Agency	Report Date	Report Number	Report Title	Issue	Issuing Entity	Compliance Status	Recommendation Summary	Estimated Completion Date/Date Resolved	Status of Implementation
DDOT	2/15/2012	OIG 10-1-13KA	Audit of Construction Contracts Awarded Under the American Recovery and Reinvestment Act	ARRA projects - change orders	OIG	Unresolved	Review all PCOs and take actions to immediately remedy any pricing deficiencies.		Request to OIG to close this recommendation. DDOT will implement this recommendation going forward.
DDOT	2/15/2012	OIG 10-1-13KA	Audit of Construction Contracts Awarded Under the American Recovery and Reinvestment Act	ARRA projects - change orders	OIG	Closed	Implement a training program to ensure that IPMA project personnel and COTRs are well-versed in standard and special contract provisions, and properly prepared to negotiate the cost of change requirements.	Ongoing	Training is ongoing.
DDOT	2/15/2012	OIG 10-1-13KA	Audit of Construction Contracts Awarded Under the American Recovery and Reinvestment Act	ARRA projects - change orders	OIG	Closed	Establish a format and template for negotiation summaries that, once completed, will provide reasonable assurance that the standard contract provisions were properly utilized in the development and negotiation of cost estimates.	Completed	Independent Government Estimate, Cost and Pricing Data Certification and Memorandum of Negotiation is attached with all change order package.
DDOT	2/15/2012	OIG 10-1-13KA	Audit of Construction Contracts Awarded Under the American Recovery and Reinvestment Act	ARRA projects - change orders	OIG	Closed	Implement steps to disallow reimbursement of the \$1.9 million for work performed without the proper CO authorization. At a minimum, reimbursement to the contractor for unauthorized change order work should be limited to the cost incurred, exclusive of any profit.	Completed	FHWA has participated in the cost of the change orders.
DDOT	2/15/2012	OIG 10-1-13KA	Audit of Construction Contracts Awarded Under the American Recovery and Reinvestment Act	ARRA projects - project designs	OIG	Closed	Reassess current practices for the design review process and establish an independent team of engineers to assess the accuracy and completeness of project designs and specifications for future projects as well as projects that have not reached the implementation stage.	Completed	Completed

INVESTIGATIONS AND RECOMMENDATIONS

Agency	Report Date	Report Number	Report Title	Issue	Issuing Entity	Compliance Status	Recommendation Summary	Estimated Completion Date/Date Resolved	Status of Implementation
DDOT	2/15/2012	OIG 10-1-13KA	Audit of Construction Contracts Awarded Under the American Recovery and Reinvestment Act	ARRA projects - bids	OIG	Closed	Require the newly established independent team to attest to the accuracy and completeness of project specifications prior to publishing the "Invitation for Bids."	Completed	There are multiple reviews performed by internal and external teams for accuracy of the specifications. In addition, the Project Development Team reviews for the accuracy and completeness. Finally, the Chief Engineer provide the final approval for advertising of the project.
DDOT	2/15/2012	OIG 10-1-13KA	Audit of Construction Contracts Awarded Under the American Recovery and Reinvestment Act	ARRA projects - project designs	OIG	Closed	Assess whether current DDOT personnel have been negligent in the preparation or review of the project designs and specifications. As appropriate, discipline current employees.	Completed	DDOT could not conclude negligence of DDOT staff contributed to any design deficiencies. However, DDOT has provided staff additional training on improving quality of design projects. DDOT has worked with a consultant using lean sigma process established design review process including a standard checklist to assure the critical elements of design is reviewed for accuracy.
DDOT	2/15/2012	OIG 10-1-13KA	Audit of Construction Contracts Awarded Under the American Recovery and Reinvestment Act	ARRA projects - reporting	OIG	Closed	Review ARRA report submissions for all contracts and compute and assess the contract specified penalty amounts due as a result of late submissions or failure to submit reports.	Completed	Fines have been assessed as of 9/30/2013.
DDOT	9/12/2011	DCA242011	Audit of the UFA at DDOT	Urban Forestry	DC Auditor	N/A	Transfer the administration and management of the Tree Fund to the District Department of the Environment.	N/A	
DDOT	9/12/2011	DCA242011	Audit of the UFA at DDOT	Urban Forestry	DC Auditor	N/A	Transfer the Income Contingent Program to the District Department of the Environment.	N/A	
DDOT	9/12/2011	DCA242011	Audit of the UFA at DDOT	Tree Fund	DC Auditor	Closed	Implement written policies and procedures for the administration and management of the Tree Fund that include regular reviews of the Tree Fund expenditures and deposits.	Completed	Policies have been implemented.
DDOT	9/12/2011	DCA242011	Audit of the UFA at DDOT	Tree Fund	DC Auditor	Closed	Along with the Office of the Chief Financial Officer, establish a system for dollar-for-dollar tracking of Tree Fund money to ensure that funds are only used for authorized uses.	Completed	System has been implemented.
DDOT	9/12/2011	DCA242011	Audit of the UFA at DDOT	Urban Forest Preservation Act	DC Auditor	Closed	Establish and implement written procedures for collection of fines for violations of the Urban Forest Preservation Act.	Completed	Procedures have been implemented.
DDOT	9/12/2011	DCA242011	Audit of the UFA at DDOT	Income Contingent Program	DC Auditor	Closed	Take steps to effectively implement written policies and procedures for the management of the Income Contingent Program.	Completed	Procedures have been implemented.

INVESTIGATIONS AND RECOMMENDATIONS

Agency	Report Date	Report Number	Report Title	Issue	Issuing Entity	Compliance Status	Recommendation Summary	Estimated Completion Date/Date Resolved	Status of Implementation
DDOT	1/25/2012	Single Audit, Finding 2011-33	FY2011 Single Audit	Davis Bacon Compliance	OFCO OIO	Open	We recommend that the DDOT program management continue to develop and implement monitoring controls and policies and procedures to timely and periodically review supporting documentation to ensure that the contracting specialists are properly monitoring Davis-Bacon Act requirements.	Ongoing	Effective May 1st of 2013, the Davis Bacon Compliance Division (DBCD) formalized the Compliance Notification process. Notices are being sent out to the contractors for all non-compliance issues to include "Timely Submission" as it specifically related to the audit finding and other compliance monitoring findings, by DBCD, such as "Restitution". In addition, various fact sheets have been prepared and disseminated to the contractors to ensure that all contractors are reminded of the requirements and penalties for non-compliance to include the withholding of contract payments.
DDOT	1/25/2012	Single Audit, Finding 2011-34	FY2011 Single Audit	Program Income	OFCO OIO	OCFO Recommendation	We recommend that the District Department of Transportation establish policies and procedures to ensure that program income received is properly recorded and used in accordance with regulations or the terms and conditions of the award.	Completed	Policies and Procedures are implemented.
DDOT	1/27/2011	Single Audit, Finding 2010-37	FY2010 Single Audit	Davis Bacon Compliance	OFCO OIO	Open	(For Davis Bacon): We recommend that the District institute a monitoring control to periodically review supporting documentation to ensure that DDOT adheres to its existing policies and procedures that the contracting specialists are properly monitoring Davis-Bacon requirements.	Ongoing	Effective May 1st of 2013, the Davis Bacon Compliance Division (DBCD) formalized the Compliance Notification process. Notices are being sent out to the contractors for all non-compliance issues to include "Timely Submission" as it specifically related to the audit finding and other compliance monitoring findings, by DBCD, such as "Restitution". In addition, various fact sheets have been prepared and disseminated to the contractors to ensure that all contractors are reminded of the requirements and penalties for non-compliance to include the withholding of contract payments.

INVESTIGATIONS AND RECOMMENDATIONS

Agency	Report Date	Report Number	Report Title	Issue	Issuing Entity	Compliance Status	Recommendation Summary	Estimated Completion Date/Date Resolved	Status of Implementation
DDOT	Jun-12		FY 12 State Management Review	Program Management	FTA	Open	<p>PROGRAM MANAGEMENT</p> <p>1) State Management Plan is out of date / incomplete.</p> <p>2) Missing written agreements: DDOT must submit the following to the FTA Region III Office: - An executed written agreement between DDOT and its sub recipient, COG.</p> <p>3) Insufficient Resources: DDOT must submit the following to the FTA Region III Office: - A staffing implementation plan that will result in the hiring and training of the resources necessary to properly administer the FTA programs.</p>	Completed	<p>1) A final version of the State Management Plan was submitted to FTA on March 2013 for review.</p> <p>2) A final agreement between MWCOG and DDOT was submitted to FTA on December 18, 2012. This finding was closed by FTA.</p> <p>3) DDOT submitted a staffing and training plan on September 17, 2012. This finding was closed by FTA.</p>
DDOT	Jun-12		FY 12 State Management Review	Grant Administration	FTA	Closed	<p>GRANT ADMINISTRATION</p> <p>1) Grants Management Procedures: - Not using oldest funds first and inactive grants/untimely closeouts - Effective procedures for grant administration, including spending older funds first, tracking the progress of projects, reprogramming unused balances to other projects or closing out projects, to enable DDOT to close grants more timely, and a plan to implement the new grant administration procedures</p> <p>2) Late/incomplete progress reports and incorrect FFR (Federal Financial Report) reporting: - DDOT must submit in the FTA TEAM system third quarter MPRs and FFRs for all open grants, to include all required information and to accurately report unliquidated obligations.</p> <p>3) Incorrect FFR submissions: - DDOT provided incorrect FFR for the quarters ending 6/30/12 - 9/30/12.</p>	Completed	<p>1) DDOT submitted its Standard Operating Procedures for Federal Transit Grant Management on December 27, 2012. DDOT submitted documents to close out two oldest planning grants– DC 80-0017 / DC 80-0018 in January 2013. These grants are closed, per FTA’s correspondence February 5, 2013. DDOT staff intends to spend the oldest available planning grant funding on a transit corridor traffic analysis project. Staff presented a draft scope of work for project to FTA staff on February 6, 2013.</p> <p>2) DDOT properly submitted milestone progress reports for the quarters June 30, September 30, 2012 and January 2013. FTA closed this finding.</p> <p>3) DDOT provided correct FFRs to FTA in January 2013. FTA closed this finding.</p>

INVESTIGATIONS AND RECOMMENDATIONS

Agency	Report Date	Report Number	Report Title	Issue	Issuing Entity	Compliance Status	Recommendation Summary	Estimated Completion Date/Date Resolved	Status of Implementation
DDOT	Jun-12		FY 12 State Management Review	Financial Management	FTA	Closed	FINANCIAL MANAGEMENT Insufficient local match; DDOT submitted a copy of legislation passed by the Council that permits local contributions from non-profit agencies for vehicle purchases.	Completed	Legislation passed to provide match.
DDOT	Jun-12		FY 12 State Management Review	Procurement and DBE	FTA	Closed	PROCUREMENT AND DISADVANTAGED BUSINESS ENTERPRISE There are no procedures for FTA-funded procurements and improper use of geographic preferences	Completed	DDOT submitted SOPs on December 27, 2012 and these findings are now closed.
DDOT	Jun-12		FY 12 State Management Review	Americans with Disabilities Act	FTA	Open	AMERICANS WITH DISABILITIES ACT 1) Facility accessibility standards deficiency - DDOT has not submitted a detailed timeline to adequately address ADA non-compliance of the Circulator bus shelters. 2) Insufficient oversight of ADA facility accessibility requirements - DDOT has not submitted a detailed timeline with corrective actions to address ADA compliance at the construction site of the Columbus Plaza improvement project. 3) Outdated/inaccurate ADA regulations - DDOT has not submitted an updates chapter 29 of the DDOT design and engineering manual to include current ADA regulations and guidance references.	1) December 2014 2) Completed 3) 2014	1) DDOT is currently working on addressing ADA non-compliance in DC Circulator bus shelters. Finding remains open. On October 1, 2013 an improvements project in the K Street, NW corridor between 12th and 21st Street, NW began to comply with regulations set forth in the Americans with Disabilities Act (ADA). The goal of this project is to provide an ADA accessible path to bus stops along this corridor. http://www.kstreetadaimprovements1221.com/ 2) An update on all the findings on ADA non compliance at the construction site of Columbus Plaza has been provided to FTA. Project is completed and ADA access is available throughout the site. 3) Update to DDOT's Design and Engineering Manual ADA regulations/references: The DDOT Design and Engineering Manual, 2009 will be revised by the end of 2014. DDOT will modify chapter 29 to include the most current ADA requirements.

INVESTIGATIONS AND RECOMMENDATIONS

Agency	Report Date	Report Number	Report Title	Issue	Issuing Entity	Compliance Status	Recommendation Summary	Estimated Completion Date/Date Resolved	Status of Implementation
DDOT	Jun-12		FY 12 State Management Review	Title VI	FTA	Closed	TITLE VI DDOT must submit to the FTA Region III Civil Rights Officer a Title VI program update that conforms to the requirement of FTA Circular 4702.1A.IFTA; DDOT submitted a Title VI program update that was reviewed and approved by FTA on 11/13/12. This finding is closed.	Completed	Complete
DDOT	1/10/2013	11-2-28KA	Management Alert Report on DDOT's Inventory of Capital Equipment	Capital Equipment	OIG		<ol style="list-style-type: none"> 1) Take immediate possession of the District-owned barrier moving machine from the contractor. 2) Determine whether to surplus the barrier moving machines and offer them for sale. 3) Conduct a complete inventory of all construction capital equipment. 4) Discontinue the practice of allowing contractors to use District-owned equipment by lease or any other means without appropriate documentation of terms and conditions in a contract issued by the DDOT chief contracting officer. The documentation is essential for monitoring and oversight to ensure payment and other terms of the agreement are complied with. 5) Develop written procedures to implement adequate internal controls for the control of fixed assets. The procedures should provide guidance for allowing contractors to utilize District-owned equipment when government furnished equipment is not included in the solicitation or invitation for bid. 6) Recover payment for equipment rental using the verified period of equipment use and the complete offer made by the contractor for the rental of both DDOT-owned barrier moving machines and equipment. 	Completed	<p>The equipment was sold by the District.</p> <p>DDOT has a complete inventory of all construction Capital Equipment.</p> <p>DDOT does not rent equipment to contractor anymore.</p> <p>The contractor has paid the District for the use of the DDOT owned barrier moving machines.</p>
DDOT	2/1/2013	OIG 12-1-13KA	District of Columbia Highway Trust Fund	Highway Trust Fund	OIG	Closed	None	N/A	

INVESTIGATIONS AND RECOMMENDATIONS

Agency	Report Date	Report Number	Report Title	Issue	Issuing Entity	Compliance Status	Recommendation Summary	Estimated Completion Date/Date Resolved	Status of Implementation
DDOT	9/30/2012	Single Audit, Finding 2012-50	FY2012 Single Audit	Davis Bacon Compliance	OFCO OIO	Open	We recommend that the DDOT improve their internal controls to ensure certified payrolls are properly monitored in compliance with Davis-Bacon Act requirements.	Completed	The Davis Bacon Compliance Division (DBCD) has formalized the Compliance Notification process. Notices are being sent out to the contractors for all non-compliance issues to include timely submission and restitution. Staff perform internal audits to help ensure that contractors are in compliance, that the wage specialists are monitoring all requirements of the law and providing reports and/or findings to the Compliance Officer for review and signature certification, in addition to providing weekly performance measures for any restitutions, missing payrolls and site visits performed.
DDOT	9/30/2012	Single Audit, Finding 2012-51	FY2012 Single Audit	Procurement, Suspension and Debarment	OFCO OIO	Open	We recommend that the DDOT contracting division strengthen its monitoring controls ensure that their established policies and controls are implemented and adhered to by program personnel to ensure compliance with the Procurement, Suspension and Debarment requirements.	Completed	The DDOT Contracting Division, as of 1st Qtr FY14, has begun consistently issuing Appointment Letters to Program Personnel designated to manage contracts, which outlines the roles, responsibilities and consequences for failing to adhere to applicable rules and regulations. The appointment letters are signed by the designated individual's supervisor and the Contracting Officer; the original letter is kept in the contract file.
DDOT	9/30/2012	Single Audit, Finding 2012-52	FY2012 Single Audit	Cash Management	OFCO OIO	Open	We recommend that DDOT strengthen its internal controls to ensure compliance with applicable cash management requirements and the CMIA Agreement with Treasury.	Completed	CMIA Agreement modified
DDOT	9/30/2012	Single Audit, Finding 2012-53	FY2012 Single Audit	Reporting Requirements	OFCO OIO	Open	We recommend that the program management evaluate and increase the level of precision performed during its reporting review process to ensure that the Department of Transportation program management adhere to its existing policies and procedures requiring a proper review of the quarterly reports.	Ongoing	Quarterly reports are reviewed before submission. Congress has discontinued this reporting requirement.

INVESTIGATIONS AND RECOMMENDATIONS

Agency	Report Date	Report Number	Report Title	Issue	Issuing Entity	Compliance Status	Recommendation Summary	Estimated Completion Date/Date Resolved	Status of Implementation
DDOT	7/11/2013	HAD-DC	Title VI/Non discrimination Compliance Review	Reporting Requirements	FHWA	Open	<p>1. DDOT must ensure that the office or ROW manager is sufficiently trained to effectively fulfill her duties and that ROW activities are integrated into DDOT's project development phase in time for the initiation of projects in 2013.</p> <p>2. DDOT must revise existing operations manuals (design & engineering and environment) to include more specific procedures regarding conducting community outreach and for public involvement and participation. These processes must be referenced in the participation plan section of the Title VI/Nondiscrimination plan.</p> <p>3. DDOT and COG do not presently collect demographic information (age, sex, national origin, color, disability etc.) DDOT must ensure that all Title VI/Nondiscrimination program related population data is being collected.</p> <p>4. DDOT must develop an effective annual PAR program, include the program as part of the Title VI/Nondiscrimination plan, and integrate the PAT program into the program areas.</p> <p>5. DDOT's call center must use the LEP Four fact analysis results to determine if 311 service messages need to be provided in on or more additional languages (Executive Order #13166)</p> <p>6. DDOT must develop a process to periodically evaluate the effectiveness of the criteria used in each of the approximately 14 categories to determine if</p>	FY2016	A corrective action plan was submitted to FHWA on 10/9/2013. This plan will correct all the identified deficiencies through the year 2015.

INVESTIGATIONS AND RECOMMENDATIONS

Agency	Report Date	Report Number	Report Title	Issue	Issuing Entity	Compliance Status	Recommendation Summary	Estimated Completion Date/Date Resolved	Status of Implementation
DDOT	8/2/2013	FY2013-010	DCHR Audit Report Q1 & 2 FY 2013	Hiring Practices	DCHR	Open	<p>1) Incomplete merit staffinf case files Recommendation: Include all needed documentation in MSCF</p> <p>2) Discrepancies in the vacancy announcements Recommendation: Implement a more thorough check for accuracy</p> <p>3) Incomplete OPF's Recommendation: Implementation of effective filing process (DCHR Recommendation)</p>	Completed	<p>Finding #1: DDOT's ASA recruiters currently use the checklist to ensure that all required documents are included in the MSCF. All MSCFs are reviewed by a designated support staff to assure all required documents are included before the MSCFs are filed and closed out. As a result of the findings of this audit, we are currently including the DCSF-62 in all interview packages that are prepared for the panelist to complete.</p> <p>Finding #2: As a result of the audit findings, all postings are assigned to three ASA staff, serving in the role of originator, recruiter and approver. This will ensure that the postings are reviewed for accuracy by three individuals before the announcement is posted on DCHR's website. This will help prevent the omission of pertinent information in our job postings.</p> <p>Finding #3: This is a DCHR recommendation</p>